

GIS MAPPER - 2111

General Definition of Work:

Performs intermediate skilled technical work in the preparation and maintenance of real property maps and records. Work is performed under the general supervision of the Land Records Manager.

FLSA: non-exempt

Essential Functions/Typical Tasks:

- **Preparing and updating tax maps and records.**
- **Interprets deeds descriptions and surveys to show property ownership of land parcels.**
- **Maps the bearing and distances as drawn; reads surveyor's notes to draw accurate maps.**
- **Maintains parcel layer, cadastral line layer, annotation, and parcel attribute information for each parcel in the GIS system.**
- **Assisting the public and other departments and agencies.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Transfers deed and survey descriptions into the ArcMap GIS database.
- Completes all paperwork and reports pertaining to each addition, change or deletion applied to maps.
- Responds to questions pertaining to mapping procedures or interpretations.
- Makes custom maps of cadastrals, aerial photos and overlays using available GIS data layers.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the principles, practices, techniques and equipment of tax mapping and GIS Arcinfo ArcMap system; general knowledge of appraisal and tax office operations; general knowledge of computerized, digitized mapping techniques and equipment; ability to prepare accurate and neat drawings; skill in the use of computerized drafting equipment; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Requires graduation from an appropriately accredited community college with major course work in drafting, geography or related field, some experience relating to surveying and mapping. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Special Requirements:

Certification as a Property Mapper by the State of North Carolina within 3 years of employment.

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